

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: July 1, 2019

PAYROLL LETTER #19-010
(Civil Service Only)

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division

RE: NON-INDUSTRIAL DISABILITY INSURANCE – FAMILY CARE LEAVE

Per the Department of Human Resources (CalHR) Policy 1411, effective July 1, 2019, employees excluded from collective bargaining and enrolled in the Annual Leave Program are eligible to receive Non-Industrial Disability Insurance Family Care Leave (NDI-FCL) to care for an eligible family member or to bond with a new child.

NDI-FCL is an employer-funded program that provides partial wage replacement for up to six weeks within any 12-month period. To qualify, employees must be unable to perform their regular or customary work due to the need to care for a seriously ill family member or to bond with a new child, including children who are adopted or in a foster care placement.

Eligible employees will be able to provide care for the following family members:

- Child
- Parent
- Parent-in-law
- Grandparent
- Grandchild
- Sibling
- Spouse/Registered Domestic Partner

NOTE: Non-Leave earning exempt employees and employees represented by Collective Bargaining are not eligible for this benefit.

The Employment Development Department (EDD) will determine the eligibility and authorize benefit payments. EDD has created a new form specifically for NDI-FCL, Claim for Non-Industrial Disability Insurance Family Care Leave DE 8501F. Human Resource Offices are required to confirm the employee's eligibility by verifying if the employee is excluded from bargaining and is enrolled in the Annual Leave Program on Part A of the new DE 8501F claim form.

EMPLOYMENT HISTORY DOCUMENTATION

PAR transactions for NDI-FCL will remain the same as indicated in PAM Section 3.152, 3.230, and 5.30. In addition, departments must identify in Item 215, "NDI-FCL" when an employee has been approved for Family Care Leave.

Revisions to the Payroll Procedures Manual and the Personnel Action Manual are forthcoming.

PAYROLL PROCESSING

All NDI rules, requirements, and processes remain the same for NDI-FCL. Departments will need to submit a Form STD. 674D to request NDI-FCL adjustments and/or transfer of funds. Please refer to PPM Section E 114 for completion of the form.

LEAVE ACCOUNTING SYSTEM

The State Controller's Office has added a new leave benefit for NDI-FCL. Departments participating in the California Leave Accounting System (CLAS) should reference Leave Accounting Letter #19-005.

CONTACTS

Questions regarding benefit eligibility should be directed to the EDD Non-Industrial Disability Insurance office at 1-866-758-9768.

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Statewide Customer Contact Center	(916) 372-7200

MR:AM:PMAB